

DEPARTMENT OF SOCIAL SERVICES

April 6, 1998

COUNTY FISCAL LETTER NO. 97/98-56

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: IMPLEMENTATION OF DATABASE FORMAT OF THE COUNTY
EXPENSE CLAIM

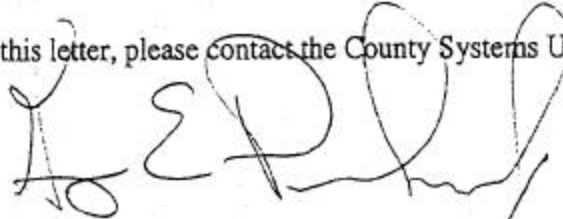
The purpose of this letter is to inform all counties of the proposed change in format of the County Expense Claim (CEC). The County Systems Unit (CSU) of the Fiscal Systems Bureau is developing a new CEC in a database format using Microsoft Visual FoxPro release 3.0. The purpose of changing to the database format is to reduce maintenance, allow for easy and quick updates and to allow the staff to share the workload of maintaining the CEC.

The CSU and the Fiscal and Automated Data Systems (FAADS) subcommittee agreed to the following implementation schedule of the new CEC. For expenditure reporting in the 3/98 quarter, the CSU will distribute to all counties a spreadsheet version of the CEC. During the last week of April 1998, selected counties will receive a beta copy of the database formatted CEC for testing and claim design input. For expenditure reporting in the 6/98 quarter, the CSU will distribute to all counties both formats (spreadsheet and database) of the CEC. The counties have the option to use either format. For expenditure reporting in the 9/98 quarter, the CSU will distribute to all counties a database formatted CEC only.

The conversion to the database formatted CEC will not require the counties to purchase any new computer equipment or software. The new CEC will operate in the same computer environment as the current version of the CEC. The CSU will supply all of the necessary software and training. The new CEC is completely menu driven and does not require the user to know Microsoft's Visual FoxPro. The CSU will schedule training on the use of the new CEC during June 1998.

The CSU is also evaluating how to better support the counties in this new database environment. The CSU will continue to work with FAADS in defining the appropriate level of support.

If you have any questions regarding this letter, please contact the County Systems Unit at (916) 654-0944.

A handwritten signature in black ink, appearing to read 'G. E. Peacher, Jr.', with a stylized flourish at the end.

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch